

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.
M-198

Page 1 of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

**Item
No.**

Description

Retention

1.

General Correspondence

Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, e-mail and other materials related to the administration of the agency.

Retain permanently any material that serves to document the origin, development, functions and accomplishments of the agency. Transfer periodically to the Maryland State Archives. Other material that is no longer needed for current business, may be destroyed after three years.

2.

Minutes of Meetings and Committees

These files contain the original hard copy of Minutes of the meetings and/or recorded proceedings of the various Committees.

Retain official copies (Usually hard copy, but may be tape, video, digital, or other electronic medium) permanently. Transfer periodically to the Maryland State Archives.

Approved by Department, Agency, or Division Representative.

Date July 20th, 2004

Signature

Type Name Michael Wynnyk

Title Chief of Police

Schedule Authorized by State Archivist.

Date

NOV 08 2004

Signature

Edward C. Saperstein

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page 2 of 16

	TOWN OF UNIVERSITY PARK, MARYLAND	POLICE DEPARTMENT
Item No.	Description	Retention
3.	Contracts / Agreements These files contain Contracts and Agreements between the Town of University Park and various individuals/entities. Originals maintained by Town of University Park Clerks Office.	Copies that are no longer needed for current business may be destroyed after three years.
4.	Worker's Compensation Files Copies of records maintained by the insurance carrier as working files with in the department . Worker's compensation checklist, and physicians treatment form. (Original claims held by insurance company)	Retain active cases & 1 year then they may be destroyed
5.	General Orders Rules, regulations, guidelines and directives	Retain until rescinded & 5 years, then may be destroyed
6.	Special Orders Used to amend, supplement General Orders	Retain until rescinded and 5 years, or incorporated into General Orders, then they may be destroyed
7.	Criminal History File Search/Dissemination Log Contains the name of the individual and the persons that received the criminal history.	Retain for 3 years, then they may be destroyed
8.	Expungement Records Court ordered expungement list, letter to Officer, Expunged record request and letter to/from PGPD.	Maintained sealed by District Court Docket number for three years , then they may be destroyed

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

M-198

Page 3 of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

Item No.	Description	Retention
9.	MDC Certification and Access Application Used to gain access to NCIC via mobile data computer.	Retain until separation from employment, then they may be destroyed.
10.	Monthly Activity Report Form depicting the work activity for the Department on a monthly basis.	Retain for 3 years, then they may be destroyed
11.	Officer's Daily Report Forms depicting the work activity of an Officer on a daily basis .	Retain for 3 years, then they may be destroyed
12.	Statistical Reports Monthly, quarterly, and annual reports of productivity and accounting.	Current year & 3 years, then they may be destroyed
13.	Accreditation Files Files maintained to show compliance with national standards set forth by CALEA	Retain current cycle & past one cycle (3 years per cycle), then they may be destroyed.
14.	Radar Calibration Certificates Depicting the radar unit and the date it was certified as accurate	Retain 10 years, then they may be destroyed
15.	Equipment Service Logs Logs indicating when equipment was serviced.	Retain for 3 years, then they may be destroyed.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page ⁴ of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

Item No.	Description	Retention
16.	Grant Applications Applications for funds from State, Federal or private entities.	Retain for term of Grant & 3 years, then they may be destroyed.
17.	Traffic Log Stop Forms Depicts information required under Md. Law for Bias Based Traffic stop data collection.	Retain until entered into computerized fiscal management system, then they may be destroyed . The electronic computerized system maintained for 3 years, then may be deleted.
18.	Budget Files Copies of Budgetary Files and documents. Final copies maintained by the Town of University Park Clerk's Office.	Retain current fiscal year & 2 years, then they may be destroyed
19.	Payroll Copies of time sheets, leave and overtime requests	Retain current fiscal year & 2 years, then they may be destroyed
20.	Expense Reimbursement Form Used to request funds for use of personal vehicle on business trip	Originals maintained by The Town of University Park Finance Department.
21.	Purchase Order Request Used to request purchase of items	Originals maintained by The Town of University Park Finance Department.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

M-198

Page 5 of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

Item No.	Description	Retention
22.	Cash Receipts Any receipts for items paid for by petty cash.	Retain until turned over to the Town of University Park Finance department .
23.	Equipment List Issued items/equipment list to employees	Retain in personnel file, until all returnable items are received after separation from employment, then they may be destroyed.
24.	Background Investigation Files: hires Files containing various forms, including medical and polygraph received during the investigation into an applicants background to determine if they are suitable for a position with the agency	Hired Personnel: retain in personnel files until 7 years past separation of employment
25.	Background Investigation Files: non hires Files containing various forms, including medical and polygraph received during the investigation into an applicants background to determine if they are suitable for a position with the agency	Applicants: retain for current year & 5 years , then they may be destroyed
26.	Applicant Forms: All forms and reports acquired or written during the hiring phase to include test results, references, application and correspondence with the applicant.	Hired Personnel: retain in personnel files until 7 years past separation of employment Applicants: retain for current year & 5 years , then they may be destroyed

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page 6 of 16

	TOWN OF UNIVERSITY PARK, MARYLAND	POLICE DEPARTMENT
Item No.	Description	Retention
27.	Oath of Office Oath of office for officer and Chief Officer, maintain in personnel file:	Retain for 15 years after employment separation
28.	Emergency Notification Form Information about employees next of kin.	Retain until updated or until 1 year after separation from employment, then they may be destroyed
29.	Probationary Evaluation A quarterly evaluation of police employees during their initial two years of employment.	Retain for 3 years, then they may be destroyed
30.	Secondary employment request Form/memo submitted to gain authorization for secondary employment	Retain current year & 3 years, then they may be destroyed.
31.	Early Warning System (EWS) Files and documentation pertaining to a system designed to identify employees who are displaying difficulty in dealing with stresses (on the job and personal) and the actions by the department to identify and monitor performance.	Retain for 3 years, then they may be destroyed.
32.	Personnel Schedules Employee work hours and days.	Current year & 2 years, then they may be destroyed.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page 7 of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

Item No.	Description	Retention
33.	Personnel Files Various files including: background files, medical files, internal files, training files, commendations, disciplinary files, and complementary files, (some items in the file have a shorter retention time- those are listed individually with in this schedule)	Retain for 15 years after separation of employment
34.	Training Lesson Plans & Handouts Instructional lesson plans and handouts for training classes for police department employees	Retain 1 copy for 30 years, then they may be destroyed
35.	Firearms Training Log Indicates course of fire, weapon used and scores for individual officers.	Retain for tenure of employment, upon separation of employment files will be consolidated with personnel files and destroy after 15 years.
36.	Training Files Any training an employee has attended	Merge into personnel file upon separation from employment, retain additional 15 years, then they may be destroyed
37.	Promotional Process Any documents on the process held for the promotion of officers within the department.	Retain current cycle & 3 previous cycles, then they may be destroyed.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page 8 of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

Item No.	Description	Retention
38.	Internal Selection Processes Any documents on a selection process for a position within the department.	Retain for 3 years, then they may be destroyed.
39.	Use of Force Report Depicts information used by the command to review use of force incidents involving personnel	Retain for 3 years, then they may be destroyed
40.	Vehicle Pursuit Report Depicts information used by the command to review pursuits incidents involving personnel	Retain for 3 years, then they may be destroyed
41.	Departmental Collision Report Depicts information used by the command to review collisions involving personnel	Retain for current year & 3 years, then they may be destroyed.
42.	Internal investigation files Internal investigation notification, interrogation order, waiver of rights, witness notification, polygraph order, Various forms/letters/ tapes (audio & video) involved in an investigation of a police department employee	Retain current & 6 years, then they may be destroyed Unless a request to expunge is received after 3 years as provided for in LEOBR
43.	Central Complaint Log Contains a listing of all formal complaints made and the outcome of the investigation.	Retain current year & 10 years, then they may be destroyed

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page 9 of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

Item No.	Description	Retention
44.	<p>Citizen Complaint Form</p> <p>Used by the public to make formal complaints against Police Employees</p>	<p>Retain current & 6 years, then they may be destroyed Unless a request to expunge is received after 3 years as provided for in LEOBR</p>
45.	<p>Employee Counseling Report</p> <p>Used by supervisors to note performance areas of concern and actions to correct them or to note areas of excellence.</p>	<p>Retain 2 years in personnel file for Counseling, retain 5 years in personnel file for Reprimands, retain 10 years in personnel file for disciplinary action, retain until personnel file eligible for destruction for loss of rank or dismissal - then employee may petition the Chief for removal and destruction. Commendations retain in personnel files for 15 years.</p>
46.	<p>Officer/Vehicle/ Radio/ Weapons Inspection Forms</p> <p>Depicting compliance or deficiencies in an Officer's apparel or equipment.</p>	<p>Retain for 1 year, then they may be destroyed</p>
47.	<p>Body Armor Inspection</p> <p>Routine inspection for serviceability of vest and any visible defects.</p>	<p>Retain for 3 years, then they may be destroyed.</p>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page 10 of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

Item No.	Description	Retention
48.	Records of Inspections Various inspections of the Police Department personnel and equipment.	Retain current year & 3 years, then they may be destroyed
49.	Court Notifications for Parking Violations Letters to court about court dates on various parking violations.	Retain for 3 years, then they may be destroyed.
50.	Parking Violation Log Book Listing of Citations given to citizens for violating Town Parking Ordinances.	Retain 7 years, then may be destroyed.
51.	Summons- Parking Violation Citations given to citizens for violating Town Parking Ordinances.	Retain 3 years, then may be destroyed.
52.	Summons Void/ nolle Pros. Request Requests by Officers to void a parking citation	Retain 3 years, then may be destroyed.
53.	Resident Parking Permit application Depicts who received a permit for what area.	Retain 3 years, then may be destroyed.
54.	Parking Violation Delinquency Notice Letters to Parking Violators who have not paid or requested a court date for their violation.	Retain 3 years, then may be destroyed.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page // of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

**Item
No.**

Description

Retention

55.

Property Impound Reports

Property Impound reports includes abandoned, stolen, recovered, lost found, inventoried, surplus, auctioned, disposed, destroyed property ,vessels, equipment, weapons, and other police personal property-related records. *Note some items are sent to Prince George's County Police , i.e., controlled dangerous substances. Originals for items sent to Prince George's County Police are maintained by Prince George's County Police Records Division.

Retain current year & 7 years from disposition date, then they may be destroyed

56.

Property Owner Letters

Certified letter responses used to notify owners of property to claim said items with in a certain time period.

Retain with property impounds current year & 7 years from disposal date, then they may be destroyed.

57.

Owner Information Letter/Form

Information on home owners in the Town of University Park.

Input into Data Base, then document may be destroyed. Data Base is continually updated and renewed.

58.

Property Room Access Log

Sign in sheet for access to property room.

Retain for current year & 7 years, then they may be destroyed

59.

Confiscated Money Memorandums

Form to property custodian, to Town manager/accounting, petition for forfeiture, should be kept with case file or incident report.

Originals maintained by Prince George's County Police Records Division.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.
M-198

Page **12** of 16

	TOWN OF UNIVERSITY PARK, MARYLAND	POLICE DEPARTMENT	
Item No.	Description	Retention	
60.	Notice of Conveyance Seizure Notice to owner of vehicle that the department with be seizing the vehicle , should be kept with case file or incident report.	Originals maintained by Prince George's County Police Records Division.	
61.	Vehicle Impound Release Authorization for release of an impounded vehicle	Retain current year & 7 years, then they may be destroyed	
62.	Vehicle impound and inventory Depicts an inventory of impounded vehicles and a status of damage.	Retain current year & 7 years, then they may be destroyed	
63.	Incident and Vehicle Collision Reports Includes Crime reports, supplemental narrative pages, non-criminal event reports, Vehicle Collision reports , DWI report, arrest reports and witness/victim statement forms. Reports document incidents initiated by citizen or officer complaints. Originals maintained by Prince George's County Police Records Division.	Copies that are no longer needed for current business may be destroyed.	
64.	Telephone Log Telephone logs depict calls for service received by the department, whether or not reports were taken.	Retain for 2 years, then they may be destroyed.	

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.

M-198

Page 13 of 16

TOWN OF UNIVERSITY PARK,
MARYLAND

POLICE DEPARTMENT

**Item
No.**

Description

Retention

65.

Ride- Along Application

Application by citizen to ride with an officer for an evening.

Retain for 3 years, then they may be destroyed.

66.

Departmental Survey Form

Home security survey form used as a crime prevention tool .

Retain current year & 1 year, then they may be destroyed

67.

Vacant House Check Form (Signal 18)

Requests for officers to check on homes that are vacant for short periods of time.

Retain for 13 months, then they may be destroyed

68.

Photographic Record Form

Listing of photos taken at the scene of an event, should be kept with case file or incident report.

Originals maintained by Prince George's County Police Records Division.

69.

Photographic Array Information Sheet

Indicates photos used for an array for victims/ witnesses to pick out suspect, should be kept with case file or incident report.

Originals maintained by Prince George's County Police Records Division.

70.

Permission to Search without a Warrant

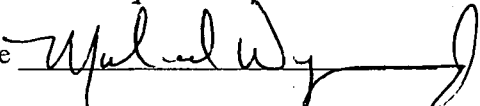
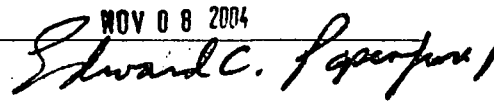
Form (english), SPAN (spanish)
give officers consent to search a vehicle without a search warrant.

Originals maintained by Prince George's County Police Records Division.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-198
		Page 14 of 16
	TOWN OF UNIVERSITY PARK, MARYLAND	POLICE DEPARTMENT
Item No.	Description	Retention
71.	Authorization to gain entry into locked vehicle Permission to gain access into a vehicle for an owner who is locked out.	Retain current year & 7 years, then they may be destroyed
72.	Wanted Flyer Flyers with information on persons wanted by the police department, should be kept with case file or incident report.	Originals Maintained by Prince George's County Police Records Division.
73.	Latent print card Prints from scenes of events,	Originals maintained by Prince George's County Police Records Division.
74.	Checklist Robbery, sexual assault, arson, homicide, death investigation informational handouts for Officers use.	Retain until updated, then they may be destroyed.
75.	Radar Log Depicts number of citations/warnings on a given day at a given spot by a specific Officer.	Retain 3 years, then may be destroyed.
76.	Warning/Fir Book Notification to driver warning them of violations of the law, no punitive action taken	Originals maintained by Prince George's County Police Records Division.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-198
		Page 5 of 16
	TOWN OF UNIVERSITY PARK, MARYLAND	POLICE DEPARTMENT
Item No.	Description	Retention
77.	DR15A Log Depicts which Officers have serial numbered DR15A booklets	Retain for 3 years then may be destroyed.
78.	Traffic Citation Log Depicts which Citation books Officers have signed out.	Retain for 3 years, then may be destroyed
79.	Oath- police report Officers swear oath to validity of the Police Report in Juvenile detention cases	Originals maintained by Prince George's County Police Records Division.
80.	Arrestee Student Fax Required by state law, fax sent to School Board in certain Juvenile cases. should be kept with case file or incident report.	Originals maintained by Prince George's County Police Records Division.
81.	State Citations Citations issued for a violation of State law	Retain current year & 5 years , then they may be destroyed
82.	Safety Repair Orders Orders for repair of a motor vehicle	Retain current year & 3 years, then they may be destroyed
83.	Bicycle Registration Information on a bicycle and it's owner.	Originals maintained by Prince George's County Police Records Division.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-198
		Page <u>6</u> of 16
	TOWN OF UNIVERSITY PARK, MARYLAND	POLICE DEPARTMENT
Item No.	Description	Retention
84.	Field Observation Reports (FOR) Information collected from suspects/suspicious persons, depicting identity and address information along with vehicle information and nature of activity.	Originals maintained by Prince George's County Police Records Division.

Approved by Department, Agency, or Division Representative. Date <u>July 20th, 2004</u> Signature <u></u> Type Name <u>Michael Wynnyk</u> Title <u>Chief of Police</u>	Schedule Authorized by State Archivist. Date <u>NOV 08 2004</u> Signature <u></u>
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